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APPENDIX D

SECURITY INSPECTION CHECKLIST

1. Does the command hold the current edition of SECNAVINST 5510.30A?
2. Does the command hold other references applicable to its security program?
3. Is the security organization in the command defined?
4. Is the security manager designated in writing?
5. Is the security manager identified by name to all command personnel?
6. Does the security manager have direct and ready access to the appointing official?
7. Is the security manager exercising overall management of the program?
8. Does the security manager have sufficient authority and staff to function effectively?
9. Are security assistants assigned?
10. Do the SSO and security manager coordinate and cooperate in the command program?
11. Are command security procedures in writing and current?
12. Does the command have a current written emergency plan?
13. Are security functions performed by another activity covered by a written security servicing agreement?
14. Does the command inspect and evaluate subordinate commands?
15. Do inspections include evaluation of subordinate command security program?
16. Are qualified security inspectors used?
17. Are inspection reports on file?

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18. Are discrepancies noted during inspections followed-up and corrected?
19. Does the command have an effective security education program?
20. Are security education materials coordinated with CNO (N09N) when required?
21. Are indoctrination briefings given?
22. Are orientation briefings given?
23. Is on-the-job training given?
24. Are annual refresher briefings given?
25. Are counterintelligence briefings given?
26. Are foreign travel briefings given?
27. Have all personnel with NATO or SIOP-ESI or CNWDI access been briefed as required?
28. Do procedures ensure the Security Termination Statement is executed when required?
29. Are military and civilian personnel made aware that they are subject to administrative sanctions for knowingly, willfully, or negligently committing security violations?
30. Are reports made to appropriate counterintelligence, investigative, and personnel security authorities concerning any employee who is known to have been responsible for repeated security violations?
31. Are counterintelligence matters reported to NCIS when required?
32. Have all personnel been advised of the requirement to report any contact with any individual regardless of nationality, in which unauthorized access is sought, or personnel are concerned that they may be the target of exploitation by a foreign entity?
33. Are investigations conducted and counterintelligence reports made to NCIS where necessary in connection with unauthorized absentees?

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34. Are only U.S. citizens nominated for security clearance eligibility determination?
35. Are only U.S. citizens assigned to sensitive duties?
36. Have the policies concerning granting of access to non-U.S. citizens been adhered to?
37. Have the policies concerning the assignment of non-U.S. citizens to sensitive positions been adhered to?
38. Is CNO (N09N) approval obtained before appointment of non-U.S. citizens to civilian sensitive positions?
39. Is U.S. citizenship verified before requesting personnel security investigations?
40. Have all civilian positions been designated by sensitivity?
41. Are requests for PSI's kept to the minimum?
42. Is the prohibition against conducting PSI's locally being observed?
43. Is the proper investigation for civilian employment being requested?
44. Is the appropriate investigation being requested for access or assignment?
45. Are PSI's requested only when necessary?
46. Are PSI requests prepared and submitted as required?
47. Is follow-up action taken when appropriate?
48. Are investigative reports controlled and safeguarded as required?
49. Is the filing of investigative reports in official personnel records strictly prohibited and such prohibition observed?
50. Is verification sought when there are indications a prior investigation could satisfy current needs?
51. Are security criteria and adjudication guidelines being applied in personnel security determinations?

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52. Are records of personnel security determinations properly maintained?
53. Are adverse personnel security determination procedures being strictly observed?
54. Is there a program for continuous evaluation of eligibility for access or assignment to sensitive duties?
55. Are command clearance and access determinations forwarded to the DON CAF?
56. Are interim clearance procedures followed?
57. Is access granted only to those eligible?
58. Are interim clearances properly granted and recorded?
59. Does the SSO advise the security manager when a final SCI access determination is made and furnish investigation data?
60. Is access to NATO classified information being granted only after final clearance is granted?
61. Are denials or revocations of clearance processed as required?
62. Is access granted only to those with a need to know?
63. Are restrictions on access by non-U.S. citizens being observed?
64. Are personnel with established security clearance eligibility prohibited from gaining access to classified information until they have received an initial security briefing and signed a Standard Form 312, "Classified Information Nondisclosure Agreement"?
65. Are special accesses authorized by the command recorded?
66. Has one time access been granted and properly recorded?
67. Have any Limited Access Authorizations been issued by CNO (N09N)?
68. Is access by foreign nationals or visitors adequately controlled?